

<b>Study programme(s):</b> Computer Science				
<b>Level:</b> bachelor				
<b>Course title:</b> Professional Communication and Writing Skills				
<b>Lecturer:</b> Dragan Mašulović, Zoran Budimac, Mirjana Ivanović				
<b>Status:</b> obligatory				
<b>ECTS:</b> 4				
<b>Requirements:</b> ---				
<b>Learning objectives</b> In this course students shall acquire basic skills in writing and presenting orally results of their work; and will be able to demonstrate and apply those skills in case of written reports and oral presentations of various lengths.				
<b>Learning outcomes</b> At the end of the course a successful student will understand the structure of a professional report, be it in written or oral form, and will be able to prepare an oral presentation and a written report on a topic that relates to his/her profession.				
<b>Syllabus</b> <ul style="list-style-type: none"><li>• The structure of a written report (title, authors, abstract, keywords, introduction, related work, exposition of results, concluding remarks, acknowledgements, references);</li><li>• Preparing the introduction, writing about related work and methodology, writing about results and concluding remarks</li><li>• References: styles, libraries of references</li><li>• Writing the abstract and choosing the title</li><li>• Cross-referencing</li><li>• Tools for preparing written reports (MS Word, LaTeX) and their structuring and cross-referencing capabilities</li><li>• The structure of an oral presentation (title, authors, introduction, related work, exposition of results, concluding remarks, acknowledgements)</li><li>• Understanding the audience</li><li>• The structure of slides, Do's and dont's when preparing slides</li><li>• The relationship between the written and the oral presentation of the same topic</li><li>• Timing</li><li>• Taking questions</li><li>• Tools for preparing slides (MS PowerPoint, LaTeX) and their structuring capabilities</li></ul>				
<b>Literature</b> H. Glasman-Deal: "Science Research Writing for Non-Native Speakers of English", Imperial College Press, 2010 J-L. Lebrun: "When the Scientist Presents", World Scientific Publishing Co, 2010				
<b>Weekly teaching load</b>				Other: <b>0</b>
Lectures: 2	Exercises: 1	Practical Exercises: 0	Student research: 0	
<b>Teaching methodology</b> Demonstration, working in small groups, individual and group presentations				
<b>Grading method (maximal number of points 100)</b>				
<b>Pre-exam obligations</b>		<b>points</b>	<b>Final exam</b>	<b>points</b>
Short oral presentation (10 min)		15	Oral exam	30
Longer oral presentation (30 min)		20		
Short written report (1/2 page)		15		
Longer written report (5-7 pages)		20		